

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISIONSCHEDULE
NO.

560

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RECORDS RETENTION AND DISPOSAL SCHEDULE

BOARD OF TRUSTEES OF THE STATE COLLEGES

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

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Description and Retention

1

General Accounting Records

Size: Varied
Quantity: 10 cu. ft.
Dates: July 1963--
File Arrangement: Chronological
Audit: State

This record series includes standard State accounting forms and general accounting records which provide supporting data for permanently retained general ledgers and other books of final entry.

The specific forms are:

Comptroller of the Treasury

Memorandum of Adjustment
Distribution of Charges (E-1-S)
Transmittal (E-1 & E-4)
Certificate of Deposit and Bank Deposit Slip (DD-1)
Monthly Report of State Funds Collected and Deposited (GAO-1 & GAO-1B)
Distribution of Unexpended & Obligated Balances
Monthly Statement of Balances (GAO-B15)
*Transmittals
*Warrants, Paying & Receiving

*State Treasurer retains permanent record copies
or microfilm copy.

Schedule approved by Department, Agency or Division Representative

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

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Description and Retention

Purchasing Bureau

Requisition for Supplies (1-A) - also Agency Inter-office Requisitions)
Purchase Order (47-A)
Out-of-Schedule Requisition for Supplies (100-16)
Stores Requisition (39-A & 40-A)
Copy of Contract Awarded (CF-2 & CF-3)
Copy of Contract Awarded (27-A)
Actual Emergency & Repairs Report (100-24)
Notice of Award of Contract (26-A)
Report of Partial Delivery (51)
Credit Memorandum (52)

Budget Bureau

Budget Schedule Amendment (BB-1 Revised, formerly BB-1 & BB-2)
Report of Fixed Assets (BP Inv. R-101)
Report of Materials & Supplies (BP Inv. R-102)
Materials and Supplies Physical Inventory (BP Inv. 31-6)
Budget Estimates (BP 1-11)
Request for Position Action (BB-40)

Accounting Records

Paid Bills and Invoices
Receipt Copies and Stubs
Bank Books, Statements, and Deposit Receipts
Cancelled Checks, Check Copies & Check Stubs
Reconciliation and Trial Balance Sheets
Budget Papers and Work Sheets
Requisitions and Purchase Orders
Delivery Orders and Receipts
Receiving Reports
Daily and Monthly Time Sheets
Gas Withdrawal Tickets and Mileage Reports
Stock Record Card (P-1)
Memorandum Receipt & Property Condemnation Report (P-3)
Delivery Order & Receipt (P-7)
Periodic Financial Reports to Local and State Agencies
Withholding Tax Forms and Statements (Local, State and Federal)

Payroll Accounting

*Payroll & Check Register (formerly Payroll Journal)
*Payroll Exceptions Time Report (formerly Payroll Exceptions, Additions & Deductions)
*Payroll Warrants
*Payroll Transmittals

*State Treasurer retains permanent record copies
or microfilm copy.

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Item No.	Description and Retention
RECOMMENDATION:	<p>A. TAB CARDS (punched cards) USED FOR INTERMEDIATE ACCOUNTING PURPOSES, PRINTED OR MIMEOGRAPHED MATERIAL, AND COPIES OF RECORDS OF WHICH PERMANENT MASTER COPIES ARE RETAINED BY THE TREASURER, ARE NONRECORD MATERIAL. DESTROY WHEN THEY HAVE SERVED THEIR PURPOSE.</p> <p>B. RETAIN ALL RECORD MATERIAL FOR THREE YEARS AND UNTIL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.</p>
2	<p><u>Leave Records</u></p> <p>Size: 5" x 8" Dates: July 1, 1963-- Audit: State</p> <p>This file includes the following records:</p> <p>Leave Record Cards (MS 920) - prepared annually for each employee Leave Applications Doctor's Certificates</p> <p>RECOMMENDATION:</p> <p>A. RETAIN LAST LEAVE RECORD FOR FOUR YEARS AFTER SEPARATION AND UNTIL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.</p> <p>B. RETAIN LEAVE APPLICATIONS AND DOCTOR'S CERTIFICATES FOR THREE YEARS AND UNTIL AUDIT REQUIREMENTS ARE MET, THEN DESTROY.</p>
3	<p><u>General Correspondence</u></p> <p>Size: Varied Quantity: 90 cu. ft. Dates: July 1963-- File Arrangement: Alphabetical and chronological</p> <p>These records include letters and miscellaneous reports which have been generated internally.</p> <p>RECOMMENDATION:</p> <p>RETAIN FOR THREE YEARS, THEN DESTROY</p>